

DLAI 1436.3

CAHS

26 Oct 99

SERIOUS ILLNESS, INJURY, OR DEATH OF CIVILIAN EMPLOYEES

A. REFERENCES

1. DLAR 1436.3, Serious Illness, Injury, or Death of Employees, 23 Jan 90, superseded.
2. DLAD 1436.3, Serious Illness, Injury, or Death of Employees.
3. DLAM 1300.1, Military Personnel Administration, Chapter XII, Casualty Reporting, Hospitalization, Illness and Death.
4. DLAD 3020.1, DLA Situation Reporting (SITREP) System.
5. DoD 1400.25-M, DoD Civilian Personnel Manual, Chapter 800, Insurance and Annuities.
6. Id. at Chapter 600, Subchapter 630, Leave.
7. 20 CFR Part 10, Claims for Compensation Under the Federal Employees' Compensation Act, as amended.
8. 5 U.S.C. 5702, Per diem, employees traveling on official business.
9. Joint Travel Regulations (JTR), Chapter 6, Travel Under Special Circumstances, Part B: Death Cases, Allowable Expenses.
10. Public Law 104-208, the Omnibus Consolidated Appropriations Act of 1997, Section 651.
11. DoD Directive 1404.10, Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees.
12. DoDI 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures.
13. 5 U.S.C. 5582, Designation of beneficiary; order of precedence.
14. 5 U.S.C. 6307, Sick leave; accrual and accumulation, Footnote 1.
15. 5 U.S.C. 6327 (Footnote 1), Absence in connection with funerals of fellow Federal law enforcement officers.

B. PURPOSE. This instruction implements reference A2 and establishes procedural requirements regarding notification and assistance in matters related to serious illness, injury, or death of civilian employees and members of their immediate families.

C. APPLICABILITY AND SCOPE. This instruction applies to HQ DLA, major subordinate commands, DLA field activities, and Federal activities serviced by a DLA Customer Service Unit (CSU) or Human Resources Operations Center (HROC). It applies to all DLA civilian employees worldwide, whether at their regular duty station or on travel, in the United States or overseas. It does not apply to military casualties or injuries, which are covered by reference A3.

D. DEFINITIONS

1. Immediate Family Member. The employee's spouse, parent or step-parent, child or

step-child, or designated next of kin.

2. Key Employee. Employees in grade GS/GM-15 and above or those occupying positions of Division Chief and above.

3. Next of Kin. Family member designated by employee to be notified in the event of an emergency. In the absence of such designation, the following order of precedence is used to identify next of kin:

- a. Spouse
- b. Child above the age of majority
- c. Parents
- d. Siblings
- e. Grandparents
- f. Other relatives in order of relationship to the individual according to the laws of the employee's state of domicile.

4. Serious Illness or Injury. For the general purpose of this instruction, a serious illness or injury is one which is life-threatening or is expected to incapacitate a person for more than 1 week. What is considered as a "serious illness or injury" will be dependent upon the nature and extent of the employee's condition and will require a reasonable judgment by the supervisor concerned. Conditions requiring hospitalization and continuing medical treatment, such as heart attack or amputation, are examples of serious illness and injury.

E. PROCEDURES

1. Reporting Serious Illness, Injury, or Death of Civilian Employees and Family Members.

a. The serious illness, injury, or death of an employee while in a duty status will be reported immediately by the head or designated representative of the activity where the incident occurs to the Headquarters, DLA, Joint Logistics and Contingency Operations Team, CAIL, or, after duty hours, to the HQ DLA Staff Duty Officer (SDO), in accordance with reference A4. CAIL will ensure that death reports are forwarded immediately to the Director, DLA; the Director, Human Resources, CAH; the DLA Chaplain, DDAC; the Office of Congressional and Public Affairs, CAAR; the Command Security Office, CAAS; and the appropriate Major Subordinate Command, Directorate, or Office, and to other organizations as specified in E1a(2), below. Depending on the circumstances, the following reports are required:

(1) The serious illness, injury, or death of an employee at his or her permanent duty station will be immediately reported by that activity to:

- (a) CAIL
- (b) The cognizant Major Subordinate Commander, through command channels; and
- (c) The employee's servicing CSU.

(2) The serious illness, injury, or death of an employee on travel or temporary assignment will be immediately reported to CAIL, or the HQ DLA SDO after duty hours, as above, and to the head of the activity where the employee is permanently assigned. If the incident occurs overseas or during a contingency or other emergency situation (e.g., natural disaster or bombing), CAIL or the HQ DLA SDO will notify the employee's permanent duty location, in addition to the reports required under E1a, above. Upon receipt of the report, the permanent duty location will immediately complete the reporting requirements of E1a(1)(b) and (c), above.

(3) Any difficulties in contacting the employee's permanent duty station will be immediately referred to CAH for resolution.

b. Reports of serious illness, injury, or death of civilian employees will include the following information:

- (1) Employee's name and social security number
- (2) Employee's position title, series, and grade
- (3) Name of DLA activity to which employee is permanently assigned
- (4) Nature of illness, injury, or cause of death
- (5) When and where illness, injury, or death occurred

(6) Circumstances involved

(7) Location of employee or remains, including the name, address, and telephone number of the hospital, mortuary, or other facility

(8) Whether next of kin is aware of illness, injury or death

(9) Name and number of individual to contact for more information and assistance

(10) Name, title, and telephone number of individual submitting the information.

c. The serious illness, injury, or death of a key employee while in other than a duty status will be reported by the commander of the employing activity in the same manner as a death while on duty.

d. The serious illness, injury, or death of civilian employees of other DoD components or Federal agencies while at DLA facilities or DLA sponsored events will be immediately reported to the applicable Department or Agency Head and to CAH. Reports will include the information listed in Elb, above. DLA activities will provide all possible assistance to the affected agency in meeting that agency's reporting and next of kin notification requirements.

e. The death of an immediate family member of a DLA employee will be reported by the employee's immediate supervisor to the office responsible for the preparation of the condolence letter in accordance with section E5 below and locally established procedures, excepting that, if the employee demurs, no report need be made.

f. All DLA activities will establish local reporting procedures for the serious illness, injury, or death of employees and their immediate family members. Procedures will include notification checklists with points of contact and telephone numbers to ensure that all required notifications are completed expeditiously. Sample checklists are provided at enclosure 1.

g. CAIL will establish procedures for exercises which clearly distinguish reports of simulated serious illness, injury, or deaths from actual occurrences. Special care will be taken to ensure that exercise messages remain within exercise channels.

(1) Notification of Next of Kin.

(a) Primary responsibility for next of kin notification rests with the head of the employee's permanent duty station; however, other activities will provide any reasonable assistance which may be requested by the responsible activity or by CAH.

[1] Any difficulties in accomplishing notification of next of kin will be reported to CAH immediately, by telephone, along with a report of any actions being taken to resolve the situation.

[2] The HROC will be informed immediately once next of kin notification is complete and should be advised of any questions or concerns raised by the next of kin.

(b) Death

[1] In the event that an employee dies while on duty, the next of kin will be notified immediately and in person by the activity head or designee or, for HQ DLA employees, the cognizant HQ element (the Deputy Director; the Commander, Defense Contract Management Command; the Commander, Defense Logistics Support Command; the Director, Corporate Administration; the Comptroller; the Chief Information Officer; or the General Counsel) or designee.

[a] If the next of kin do not reside in the vicinity of the activity, but are located near another DLA activity, that DLA activity may be requested to assist in the notification.

[b] If the fatality occurs overseas, and the next of kin were in the same theater of operations, the local overseas commander will be responsible for notification of the next of kin. If the next of kin have remained in the continental U.S., or are in a different theater of operations, notification of next of kin is the responsibility of the major subordinate commander or cognizant HQ element, or designee.

[c] If the fatality occurs while the employee is on TDY within the continental United States, and the next of kin were accompanying the employee, notification will be carried out by the commander of the activity where the fatality occurred.

[d] If there is no DLA activity in the vicinity of the next of kin and travel would unduly delay the notification (for example, when the death occurs in the continental U.S. and next of kin are located overseas), CAH assistance may be requested to arrange notification assistance from another DoD activity. Notification will be conducted by telephone only as a last resort.

[2] Notification will be accomplished within 4 hours of the incident. Any

difficulty in accomplishing notification of next of kin will be reported immediately to CAH.

[3] Guidelines for conducting notification of next of kin are provided at enclosure 2.

c. Serious illness or injury

(1) In the event that an employee becomes seriously ill or injured while on duty, the first priority is to ensure that appropriate medical care is provided. Once that is accomplished, the next priority is the notification of next of kin. The designated representative of the employing activity will contact the next of kin in the fastest manner possible, usually by telephone, unless the severity of circumstances warrants notification in person.

(2) Notification will include the information required at E1b(4) through (7) above, as well as the name of any employee who may have accompanied the employee to the medical care facility and the telephone number where supervisor may be reached if needed.

3. Benefits and Assistance

a. The HROC and the employee's CSU will provide assistance and counseling regarding benefits for seriously ill or injured employees, and for their survivors in the case of their death. A single, specific office staff member will be designated as the point of contact in each such case.

(1) The HROC will determine entitlements to benefits and will inform beneficiaries of the same in writing, with copy to the CSU. CSUs will provide any requested assistance in contacting and counseling beneficiaries. (2) All necessary claim forms will be provided promptly and all assistance given in completing and processing these expeditiously.

(3) Guidance on employee benefits is provided by references A5 and 6. Guidance on benefits payable under the Federal Employees' Compensation Act (FECA) for serious illness, injury or death is provided by reference A7. Guidance regarding travel expenses is provided by references A8 and 9. Guidance on death gratuity payments is provided by reference A10. Guidance on certain benefits specific to contingencies is provided by references A11 and 12. A summary of death benefits, with references, is provided at enclosure 3.

b. Beneficiaries

(1) All employees should be fully advised concerning designation of beneficiaries for amounts due upon the death of the employee.

(2) Specific designation of beneficiary is not necessary if the order of precedence established under reference A13, or as otherwise established by the state in which the employee resides, is satisfactory to the employee. However, should employees desire that any benefits payable upon death be made to a person or persons other than those in the set order of precedence, a separate designation of beneficiary must be made.

(3) The HROC shall ensure that employees are reminded annually, either in conjunction with the updating of emergency contact information or as otherwise appropriate, of the need to keep designations of beneficiaries current.

c. Counseling

(1) DLA Employee Assistance Programs (EAPs) shall be prepared to provide grief counseling for employees and family members.

(2) When the circumstances surrounding the death of an employee are traumatic, for example, cases of homicide or multiple fatalities, a critical incident stress debriefing or other structured intervention may be appropriate. Heads of DLA activities are encouraged to make advance arrangements for professional intervention in such cases.

d. Funeral and memorial services

(1) The death of a coworker is a serious event affecting the workforce and the Agency. To the greatest extent possible, employees should be permitted to attend funerals and memorial services for their co-workers. Guidance on funeral leave is provided by references A14 and 15.

(2) Memorial services may be conducted at the worksite following the death of an employee. Assistance in planning memorial services is available from the HQ DLA Office of the Chaplain.

4. Property

a. The personal effects of a deceased employee which are in the workplace or come into the custody of a DLA activity will be collected, inventoried, and safeguarded until they can be given to the next of kin. The employee's supervisor will generally be most able to determine which items are personal and which are work-connected. The employee's supervisor will, therefore, in most cases be responsible for inventorying and packaging the employee's personal effects. These items should be given personally to the next of kin either during a condolence visit by the supervisor, during a benefits counseling visit by a personnel specialist, or by delivery to family members who elect to come on site. Only in rare cases will the items be mailed. However the items are transferred, a written record should be kept of items provided to next of kin. This record will be maintained for as long as necessary, but no less than 2 years.

b. Supervisors will also make arrangements for the return of Government property in the charge of the employee, including Government credits cards, civilian ID card, office keys, issued equipment, etc. These arrangements should be made some time after the initial notification visit, when the next of kin have been able to collect themselves and are ready to consider practical matters.

5. Condolence Letters

a. Brief letters of condolence will be sent to DLA employees when a member of their immediate family dies, or to the next of kin when an employee dies. The letter should be personal and sympathetic in tone and should offer assistance whenever possible. Sample condolence letters are provided at enclosures 4 and 5.

b. Official condolence letters for Headquarters DLA employees and key employees at field activities will be signed by the Director, DLA. Condolence letters for all other employees will be signed by the major subordinate commander or the Commandant, DLA Administrative Support Center (DASC), or designee.

c. The requirement for an official condolence letter in no way precludes any other official or employee from sending a personal note of condolence. Similarly, nothing in this instruction precludes the preparation of condolence letters in circumstances other than those for which they are strictly required, for example, the death of an employee's sister or brother. Care should be taken to ensure that all employees within an activity are treated equitably, however.

d. To permit preparation of a condolence letter for signature by the Director, DLA, the death of any HQ DLA or key field employee, or of their immediate family member, will be immediately reported directly to CAHM.

(1) For employee deaths, include the information required in Elb(1) through (6), above; the name, relationship, and complete home address of next of kin; and a brief statement about the employee's most commendable work accomplishments.

(2) The death of an immediate family member of a HQ DLA or key field employee will be immediately reported to CAHM by the employee's supervisor or other designated representative of the employing activity. The report will include the employee's name, position title, grade, duty assignment, complete home address, and the deceased's full name and relationship to the employee. If the employee demurs, no report need be made.

6. Emergency Contact Information

a. DLA activities will maintain emergency contact information for all employees, to include, at a minimum, the name, address, and telephone number of the employee's next of kin. This information will be safeguarded in accordance with Privacy Act requirements but must be maintained in a readily accessible manner. Employees will be requested to update this information annually and as changes occur.

b. The HROC shall ensure that DLA activities are reminded annually of the requirement to update emergency contact information.

c. Employees traveling or assigned overseas will be requested to update emergency contact information before departure. For employees deploying overseas, this information must be recorded on DD Form 93, Record of Emergency Data, in accordance with reference A12. A copy of this information will be maintained by the employing activity and by the HROC.

F. RESPONSIBILITIES

1. HQ DLA

a. The Executive Director, Human Resources, CAH, will provide broad policy guidance on matters relating to serious illness, injury, and death of employees

b. The Assistant Executive Director for Staffing, Labor and Employee Relations, CAHS, will:

(1) Provide guidance to DLA activities on matters relating to serious illness, injury, or death of employees and members of their immediate families.

(2) Provide guidance to DLA activities on matters relating to FECA and injury compensation.

(3) Assist HQ elements and DLA field activities in the resolution of any difficulties encountered in completing the reports and notifications required by this instruction.

c. The Assistant Executive Director for Military Personnel, CAHM, will prepare letters of condolence for signature by the Director, DLA.

d. The Chief, Joint Logistics and Contingency Operations, CAIL, will:

(1) Maintain the SITREP reporting system in accordance with reference A4.

(2) Establish procedures for exercises which clearly distinguish reports of simulated serious illness, injury, or deaths from actual occurrences.

(3) Receive and forward reports of serious illness, injury, and death of employees in accordance with E1a, above.

e. The Chaplain, DDAC, will provide guidance and support to management and the bereaved, as requested.

f. HQ DLA Staff Elements will:

(1) Report deaths of HQ DLA employees and family members to CAHM.

(2) Notify next of kin in the event of the serious illness, injury, or death of an HQ DLA employee.

g. The Commander, DLA Contingency Support Team (DCST), will be responsible for reporting the serious illness, injury, or death of a civilian DCST member.

(1) Field Activities

(a) Major Subordinate Commands will ensure that their commands and activities:

[1] Lend maximum assistance to employees and to employees of all tenant organizations (including HQ and DoD management support offices) for which the activity provides personnel management service, in the event of serious illness or injury on or off the job, and to family member survivors in the event of the death of an employee.

[2] Establish written procedures for the notification of next of kin in the event of an employee's serious illness, injury, or death at work, as required by E2, above, and ensure that all such notifications are promptly accomplished.

[3] Establish local reporting procedures, with checklists, for the serious illness, injury or death of employees and their immediate family members, and ensure that the reporting requirements of E1, above, are met.

[4] Provide next of kin notification and survivor assistance as a courtesy for other DLA activities upon request.

[5] Establish a process for sending brief letters of condolence to employees when a member of their immediate family dies or to the next of kin when an employee dies.

[6] Notify CAHM of the deaths of key employees and their immediate family members.

(b) The Commandant, DASC, will implement this directive for HQ DLA and DASC.

(c) The Director, DLA HROC, will:

[1] Provide advice to employees and their beneficiaries concerning benefits and entitlements, including unpaid compensation, Federal Group Life Insurance, retirement annuities, Thrift Savings Plan account balances, death gratuities, Federal Employees Health Benefits coverage, FECA benefits, etc.

[2] Maintain emergency contact information for employees assigned, deployed, or traveling overseas.

[3] Annually request update of designation of beneficiaries.

d. Human Resources CSUs will:

(1) Immediately forward reports of employee serious illness, injury, or death to the HROC.

(2) Work closely with the employee's supervisor, the EAP, and the DLA HROC to assist employees and their next-of-kin in cases of serious illness, injury, or death.

3. Supervisors are responsible for:

- a. Initiating required reports of serious illness, injury, or death of their employees and immediate family members.
- b. Maintaining current, up-to-date next of kin information for employees and ensuring that employees update emergency information as necessary.
- c. Ensuring the transfer of a deceased employee's personal effects to the next of kin
- d. Obtaining the return of any Government property assigned to a deceased employee.

4. Employees are responsible for:

- a. Providing their immediate supervisors with written notice of injury sustained in the performance of duty within 48 hours of the occurrence of the injury.
- b. Ensuring that emergency data required to notify their next of kin is kept current.
- c. Designating beneficiaries for amounts due upon their death.

G. EFFECTIVE DATE. This instruction is effective immediately.

H. INFORMATION REQUIREMENTS. (Reserved for future use.)

BY ORDER OF THE DIRECTOR

5 Enclosures

R. B. FREDERICK

1. Sample Checklists for Reporting of Serious Illness, Injury, or Death
 2. Guidelines for Notification to Next of Kin of Employee Death
 3. Death Benefits
 4. Sample Condolence Letter for Death of Employee
 5. Sample Condolence Letter for Death of a Family Member
- Acting, Headquarters Complex Commandant

COORDINATION: CAHS, DCMC, DLSC,
GC, CAI, CAAS, DDAC

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SAMPLE CHECKLISTS FOR REPORTING OF SERIOUS ILLNESS, INJURY, OR DEATH

(Note: Activity checklists should include contact names and telephone numbers)

SERIOUS ILLNESS, INJURY, OR DEATH - REGULAR DUTY STATION

Immediate supervisor or responsible official will notify immediately:

For serious illness or injury, immediately notify:

Then notify:

If employee has child enrolled in a DLA Child Development Center, notify:

_____ Local Command Security Office
_____ Local Safety and Health Office
_____ Activity Head or Commander
_____ CSU

_____ Next of Kin

_____ Employee Assistance Program
_____ Chaplain

_____ Child Development Center

Command Security Office will notify immediately, if appropriate:

_____ Local Police

Activity Head or Commander will immediately notify:

If any difficulty in contacting Next of Kin, notify:

After Next of Kin notification, contact:

If deceased is key employee, also notify:

_____ CAIL
_____ Major subordinate commander,
through command channels
_____ Counsel (if appropriate)
_____ Public Affairs Office (if
appropriate)
_____ Next of Kin

_____ CAH

_____ CSU

_____ CAHM

CSU will immediately notify:

_____HROC

SERIOUS ILLNESS, INJURY, OR DEATH - ON TRAVEL OR TEMPORARY ASSIGNMENT
IN THE CONTINENTAL UNITED STATES

Supervisor or responsible official at activity where incident occurs will immediately
notify:

And then notify:

_____Local Command Security Office
_____Local Safety and Health Office
_____Activity Head or Commander
_____CSU

_____Local Employee Assistance Program
_____Local Chaplain

Commander or head of activity where incident occurs will immediately notify:

_____CAIL
_____Commander or Head of employee's
permanent duty station
_____Major subordinate commander, through
command channels, (for activity where
incident occurred)
_____Counsel (if appropriate)
_____Public Affairs Office (if
appropriate)

Command Security Office of activity where incident occurs will notify immediately, if
appropriate:

_____Local Police

Commander or Head of employee's permanent duty station will immediately notify:

If any difficulty in contacting next of kin, notify:

After next of kin notification, contact:

For death cases involving HQ DLA or Key Field Employees, also notify:

_____Major subordinate commander, through
command channels
_____Next of Kin

_____CAH

_____HROC

_____CAHM

CSU will immediately notify:

_____HROC

SERIOUS ILLNESS, INJURY, OR DEATH - OVERSEAS

Supervisor or responsible official at activity where incident occurs will immediately notify:

And then notify:

If employee has child enrolled in Child Development Center, notify:

_____Local Command Security Office
_____Local Safety and Health Office
_____Activity Head or Commander (DCST
Commander)

_____Local Employee Assistance Program
_____Local Chaplain

_____Child Development Center

Commander or head of activity where death occurs (DCST Commander) will immediately notify:

If next of kin are in same theater of operations, notify:

_____CAIL

_____Next of Kin

Head or Commander of employee's permanent duty station will immediately notify:

If Next of Kin were not accompanying employee overseas, immediately notify:

If any difficulty in contacting Next of Kin, notify:

For death cases involving HQ DLA or Key Field Employees, also notify:

____ Major subordinate commander, through
____ command channels
____ CSU

____ Next of Kin

____ CAH

____ CAHM

CSU will immediately notify:

____ HROC

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GUIDELINES FOR NOTIFICATION TO NEXT OF KIN OF EMPLOYEE DEATH

1. Next of kin notifications must be conducted with tact and consideration. Care should be taken not to upset the next of kin any more than is unavoidably necessary. Graphic, gory, or embarrassing details should not be related. Discussion of responsibility for the incident should be avoided.
2. Information provided to next of kin will be limited to facts which have been confirmed. A written statement of facts should be prepared for reference before conducting notification. Accuracy of information provided is of paramount importance.
3. Every effort will be made to avoid "informal" notification of next of kin before the official notification can be accomplished. Employees should be advised to delay contact with next of kin until the official notification is complete.
4. It is strongly recommended that two persons be present for the notification, for example, the activity commander and a chaplain, or the civilian personnel officer and a senior manager. Notifications should be coordinated with the Command Security Office and the local police.
5. Information on benefits and entitlements will not generally be provided during the initial death notification. Rather, the next of kin should be advised that a personnel specialist will contact them the next day to provide benefits information, answer questions, and otherwise be of assistance. The HROC must be notified immediately once next of kin notification is complete and should be informed of any questions or concerns raised by the next of kin.
6. Do not physically touch next of kin in any manner unless there is shock or fainting. Summon medical assistance immediately, if necessary.
7. Do not discuss:

- a. Specific questions regarding subjects such as insurance, death gratuity, final pay, etc. If asked, advise that the Human Resources representative will discuss those issues with them.
- b. The employee's personal effects, unless asked by the next of kin.
- c. Questions relating to responsibility for the death.

SAMPLE DEATH NOTIFICATION:

1. Identify yourself: "I am Name from the Activity Name and Address."
2. Ensure you are speaking to the correct person: "Are you Name of Next of Kin? Are you the Relative of Name of Deceased?"
3. If person to be notified is at home, state that you have an important message to deliver and ask permission to enter the residence: "I have an important message to deliver regarding your Relative. May I come in?"
4. Do not read the statement, but state your message briefly and without hurrying: "It is with the greatest regret that I must inform you that your Relative, Name of Deceased, died/was killed while on duty at Location on Date. State circumstances of death. On behalf of the Defense Logistics Agency, I offer my deepest sympathy to you and your family in your tragic loss."
5. State circumstances of death simply. Advise next of kin of current location of deceased and contact information to view/claim remains.
6. If possible, verify contact information: If I may, I would like to confirm your complete name, telephone number, and mailing address. This will enable us to make sure you receive all the information you will need. A Human Resources representative will contact you within 24 hours to provide further assistance.
7. If there are no other adult members of the family at home, ask if the next of kin would like you to call someone to be with them: "May I call someone or ask a neighbor to come in to help you?"
8. Close by clearly announcing your departure and repeating the message of condolence: "Name of Next of Kin, I must return to Activity Name. Again, on behalf of the Defense Logistics Agency, I offer my deepest sympathy."

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DEATH BENEFITS

This enclosure is intended to provide an overview of benefits and entitlements relating to the death of Federal employees and their family members, and direction to sources of more detailed information. The descriptions of benefits have been summarized and may not be complete. For complete information on employee and survivor benefits, please refer to the source documents indicated.

Leave (see DoD Civilian Personnel Manual, Chapter 600, Subchapter 630, Leave)

U.S.C. Section 6307, Sick leave; accrual and accumulation, Footnote 1 (B). Sick leave may be used for purposes relating to the death of a family member, including to make arrangements for or to attend the funeral of such family member (see also, 5 CFR

630.401(a)(4)).

5 U.S.C. Section 6327 (Footnote 1), Absence in connection with funerals of fellow Federal law enforcement officers. Federal law enforcement officers or firefighters may be excused from duty without loss of pay or leave to attend the funeral of another Federal law enforcement officer or firefighter who was killed in the line of duty.

Federal Employees Compensation Act (FECA)

The survivors of a Federal employee whose death is causally related to employment are entitled to benefits in the form of compensation payments, funeral expenses, transportation expenses for the remains, if necessary, and payment for termination of the deceased's status as a Federal employee (see 20 CFR, Part 10, Sections 10.410-10.417, Compensation for Death).

5 USC 8133. Compensation in case of death. (a) If death results from an injury sustained in the performance of duty, the United States shall pay a monthly compensation equal to a percentage of the monthly pay of the deceased employee in accordance with the following schedule:

- (1) To the widow or widower, if there is no child: 50%
- (2) To the widow or widower, if there is a child, 45% and in addition 15% for each child not to exceed a total of 75% for the widow or widower and children.
- (3) To the children, if the deceased employee leaves no spouse: for the first child, 40%; for each additional child, 15%, up to a maximum of 75%, divided equally among the children.
- (4) Other surviving dependents, such as parents or siblings, may be entitled to compensation at various percentages according to the degree of dependence.

Ibid., (f), authorizes payment of \$200 to the personal representative of deceased employee for reimbursement of costs of termination of the decedent's status as an employee of the United States.

5 USC 8134. Funeral expenses; transportation of body. (a) If death results from an injury sustained in the performance of duty, the U.S. shall pay funeral and burial expenses not to exceed \$800.

Ibid., (b) If death results from an injury sustained in the performance of duty, the body of an employee whose home is in the United States may be embalmed and transported in a hermetically sealed casket to his home or last place of residence, upon request of relatives, if the employee dies from the injury while away from his home or official station or outside the United States; or from other causes while away from home or official duty station for the purpose of receiving medical treatment.

Death Gratuity

Pursuant to P.L. 104-208, the Omnibus Consolidated Appropriations Act of 1997, Section 651, a death gratuity benefit of up to \$10,000, minus the amounts payable under FECA for funeral and burial expenses, will be paid to the personal representative of a civilian employee whose death results from an injury sustained in the line of duty on or after August 2, 1990.

Travel

5 U.S.C. Section 5702, Per diem, employees traveling on official business, (b)(1). An employee who is traveling on official business is authorized reimbursement for travel expenses to the employee's designated post of duty, or home, or regular place of business, in the event of the employee's own incapacitating illness or injury, or the serious illness, injury, or death of a family member.

Transportation of Remains

Joint Travel Regulation, Travel Under Special Circumstances, Part B: Death Cases, Allowable Expenses C6050, authorizes payment of certain expenses related to preparation and transportation of remains of employees and dependents who die while on official travel, while employed overseas, or while reassigned away from their home of record pursuant to a mandatory mobility agreement.

Unpaid Compensation

Any compensation unpaid at the time of an employee's death will be paid to the employee's beneficiaries. Unpaid compensation includes: current salary, savings bonds and savings bond balance, unclaimed or non-negotiated checks, cash awards, foreign and nonforeign area differentials and allowances, lump-sum annual leave payment, travel reimbursements, and severance pay (see DoD Financial Management Regulation, Volume 8, Chapter 7, 0705. Deceased Employees).

Life Insurance

The life insurance death benefit is payable regardless of the cause of death and is payable in a lump sum unless the claimant chooses another method of payment. Family members covered by family optional insurance may convert that coverage to individual policies.

Health Benefits

The surviving spouse and children of the deceased may be eligible to continue health benefits. Premium payments are deducted from the survivor annuity or, if the annuity is insufficient to cover the cost of the health benefits premium, the survivors may make direct premium payments to the U.S. Office of Personnel Management.

Thrift Savings Plan (TSP)

A lump sum payment of the account balance is payable to the deceased's designated beneficiaries. Application must be made to the TSP Service Office for this payment, and TSP will handle the processing of this benefit.

Annuities

CSRS and FERS Handbook for Personnel and Payroll Offices; 5 USC Chapter 83; and 5 CFR Part 831 provide guidance on survivor benefits payable under CSRS and FERS.

FERS. Depending on the circumstances, FERS will provide either a lump sum credit for the employee's contributions to retirement fund, deposits made to fund for nondeduction and refunded service, deposits for post-56 military service, and interest on contributions; or a survivor's annuity and/or a children's annuity. If the employee had at least 18 months of creditable civilian service, the eligible spouse will receive a lump sum payment of \$15,000 adjusted for inflation, plus 50 percent of deceased employee's final salary, or high three average salary, whichever is greater. If the employee had 10 or more years of service, the eligible spouse will also receive an annuity equal to 50 percent of the employee's accrued Basic Benefit. The children's annuity varies depending on the number of children and whether or not there is a surviving spouse. The children's annuity is reduced by any social security benefits the children may be receiving.

CSRS. Depending on length of service, CSRS will provide either a lump sum payment of the employee's retirement contributions or, if the employee had completed at least 18 months of civilian service, a monthly survivor annuity for spouse and/or children. The amount of the survivor annuity for the spouse and/or former spouse is a combined total of 55 percent of the disability annuity that would have been payable if the employee had retired on the date of death. The children's annuity varies depending on the number of children and whether or not there is a surviving spouse.

Other Benefits. Certain other benefits may also be due an employee's family from Social Security, the local credit union, the Veterans Administration, or the employee union.

Social Security. Survivors of deceased employees who had earned enough credit for work covered by Social Security may be eligible to receive social security benefits in the form of continuing cash income and a one-time payment of \$255. See SSA Fact Sheet No. 17, Benefits for Survivors; SSA Pamphlet, Survivors; SSA Publication No. 05-10007, Government Pension Offset.

Veterans Affairs (VA) benefits. If the deceased employee was a veteran whose military service was terminated other than dishonorably, burial may be authorized in any national cemetery where grave space is available. There is no charge for a grave in a national cemetery. A headstone or marker may be provided by the Government.

Contingencies. In addition to those benefits commonly available to Federal civilian employees, certain benefits are provided for employees deploying overseas during a contingency.

DoDI 1400.32, DoD Civilian Work Force Contingency and Emergency Planning Guidelines and Procedures, Flm, provides that employees with dependents will be assisted in the preparation of Family Care Plans.

Ibid., Fln. An escort officer for the remains of civilians killed in a theater of operations is authorized; a flag shall be purchased for the casket at Government expense.

Ibid., Flo. Employees deploying to a theater of operations during a contingency shall be furnished opportunity and assistance to prepare wills and any necessary powers of attorney.

DoD Directive 1404.10, Emergency-Essential (E-E) DoD U.S. Citizen Civilian Employees:

F.9.f. Emergency-essential employees who require treatment for disease or injury sustained overseas during hostilities may be provided care at no cost to the employee under the DoD Military Health Services System. Medical treatment will be provided as for military service members.

Civilians who are deployed with the military to combat support roles during times of crisis are not considered to be "in actual combat" and are entitled to accidental death and dismemberment benefits under FEGLI in the event of death.

If the deceased employee was a veteran receiving compensation from the VA at the time of death, the surviving spouse may be entitled to continuation of the benefit.

Encl 4
DLAI 1436.3

SAMPLE CONDOLENCE LETTER FOR DEATH OF EMPLOYEE

Date

Name of Next of Kin
Address
City, State ZIP

Dear Next of Kin:

I was deeply saddened to hear of the passing of your relative, Employee Name, and want to extend, on behalf of myself and all his/her co-workers at the Defense Logistics Agency, our heartfelt condolences to your family. The loss of Employee's expertise will be felt throughout the Organization. His/her personal commitment of support to his/her customers, as well as his/her genuine concern for others, will be sorely missed not only by his/her colleagues, but by his/her many friends and acquaintances in the Agency.

On behalf of all personnel of the Defense Logistics Agency, I extend our deepest sympathy. Please let me know if we can help you in any way.

Sincerely,

ACTIVITY HEAD

Encl 5
DLAI 1436.3

SAMPLE CONDOLENCE LETTER FOR DEATH OF A FAMILY MEMBER

Date

Employee name
Address
City, State Zip

Dear Employee Name:

I was deeply saddened to hear of the passing of your Relative. I understand the heartache and deep sense of loss you feel. Words are inadequate at a time like this; however, I trust you will take comfort in knowing you and your family are in our thoughts and prayers.

On behalf of all personnel of the Defense Logistics Agency, I extend our deepest sympathy. Please let me know if we can help you in any way.

Sincerely,

ACTIVITY HEAD